

Scope of Work

**United States Embassy Kyiv
Facility Maintenance Section**

Sikorskoho str. #4

Kyiv, Ukraine.

Scope of Work

(SOW)

Construct and install handrails at CMR

Date: 11-03-2015

Table of Contents

- 1.0 General**
- 1.1 Introduction**
- 1.2 Background**
- 1.3 Objectives**
- 1.4 Scope**
- 1.5 Contract Type**
- 1.6 Place of Performance/Hours of Operation**
- 1.7 Security**
- 1.8 Points Of Contact**
- 1.9 Key Personnel**
- 1.10 Quality Control**
- 2.0 Contractor Furnished Items**
- 3.0 Safety**

Scope of Work

4.0 Status Reporting

5.0 Inspection and Acceptance

1.0 General

The U.S. Embassy in Kyiv has need of a construction contractor to construct and install handrails at CMR.

1.1 Introduction

The USA Embassy in Ukraine Chief of Mission Residence (CMR) is located in Kiev, 5 Pokrovska Street. There are two buildings on the compound – the Residence and the garage building. These buildings and pre-building landscape have to be upgraded according to SHEM recommendations to eliminate fall hazards.

1.2 Background

The existing landscape does not correspond to life safety standards.

1.3 Objectives

The objective of this project is to bring existing landscape into compliance with SHEM recommendations.

1.4 Scope

1.4.1 Prepare a schedule for the work to be accomplished in a manner that satisfies the schedule requirement specified under section 1.7 of this Scope of Work. Contact the Contracting Officer Representative (COR) for schedule approval.

1.4.2 Prepare a material list and purchase the material required to complete the work prior the first day of work depicted on the schedule. Have the materials present at the work location or at shop as necessary prior the first start work day.

1.4.3 CMR building:

All stairs of 4 steps or more need to have a handrail. The handrail should be on any open side or on the right-hand side when descending the stairs if enclosed. Install hand rails on indoor steps on both sides located from the garage side entrance to the CMR. The top railing should be

Scope of Work

34 inches (86sm) from the top of the stair tread nosing and must withstand a force of 200lbs. (91kg) in any direction.

1.4.4 CMR building balconies:

Install balcony guardrails 42inch/107cm for back balcony which serves as a representational area open to the public. The spaces in the railing construction must be no more than 4inches/102mm between balusters and from the bottom of the railing to the surface.

1.4.5 CMR garage:

Install a handrail on stairs adjacent to outside wall of the garage on both sides. The top railing should be 34 inches (86sm) from the top of the stair tread nosing and must withstand a force of 200lbs. (91kg) in any direction.

1.4.6 CMR landscape:

Install patio guardrails 42 inch/107cm high for the upper lawn area of the CMR back yard. The spaces in the railing construction must be no more than 4inches/102mm between balusters and from the bottom of the railing to the surface.

1.5 Place of Performance/Hours of Operation

- 1.5.1 The building will be occupied during the whole duration of the project. Works must be performed without any significant disturbance for the CMR operations. Due to official or other type of events taking place at the CMR, the work may be suspended per COR note and contractor needs to be able to cordon off the area and place necessary construction safety barriers and take all possible safety precautions to exclude any possible life hazards to visitors.
- 1.5.2 The contractor shall provide any design services to resolve any unforeseen contingencies discovered as part of the project.
- 1.5.3 The contractor shall coordinate all aspects of the project with the Contracting Officer Representative (COR) who shall serve as the primary point of contact to the embassy. The contractor shall take directives from the Contracting Officer or the COR only.
- 1.5.4 Inspection of work shall be by the COR. Any changes to the project shall be made in writing by the COR. Acceptance of finished project shall be approved in writing by the COR.

Scope of Work

1.5.5. The contractor shall remove all waste materials and construction debris from the property routinely as directed by the COR. No unsightly or unsafe accumulation shall be permitted on site.

1.5.6 If any damages to the structures and areas inside and outside the property line appear in course of the project works the Contractor is fully responsible for repair of damaged structures and areas to their present condition. The excavated grassy area will have to be returned its original condition in a way that in spring the grass can grow there rather than a bold spot. All plants, damaged in a course of works must be replanted

1.5.7 Project work on site shall be Monday through Friday from 0800 to 1800 excluding Ukrainian holidays. No other working hours shall be allowed without written approval of the COR.

1.5.8. Project work on site shall begin only after issue to contractor of Notice to Proceed by Contracting Officer.

1.5.9 The Contractor shall submit the detailed schedule of work.

1.6 Period of Performance

Contractor shall commence work under this contract promptly, execute the work diligently, and achieve final completion and acceptance including final cleanup of the premises within four (4) consecutive weeks.

1.7 Security

The work to be performed under this contract requires that the contractor, its employees and sub-contractors submit corporate, financial and personnel information for review by the Embassy. Information submitted by the contractor will not be disclosed beyond the Embassy. The contractor shall submit this information including construction vehicle requirements within 10 days of the notice to proceed.

1.8 Points of Contact

Contracting Officer (CO): GSO/Greg McDonald

Contracting Officer Representative (COR): Facility Manager/Tommy Heard

Contracting Officer Technical Representative (COTR): FM Supervisor/Igor Serpak

1.9 Key Personnel

CORT (backup): Safety Program Coordinator/Taras Usenko

Scope of Work

1.10 Quality Control

The contractor must demonstrate technical experience in the construction trade and specifically in handrails and guardrails work. Perform work in accordance with applicable rules, regulations, codes, and ordinances of local authorities.

2.0 Contractor Furnished Items

The contractor shall provide all construction personnel, equipment, materials, tools, and supervision as needed to complete the service that meet the technical requirements in this SOW.

3.0 Safety:

- 3.1. The Contractor is fully responsible for the safety of the Contractor's personnel.
- 3.2. The Contractor shall provide task appropriate personal protective equipment (PPE) to all workers and shall insure that PPE is used at all times during project execution. All subcontractors shall follow the same PPE requirement.
- 3.3. The Contractor shall insure that all work is performed in a safe and workman like manner.
- 3.4. The Contractor is responsible for all deliveries of the construction tools and materials to the work site and for all removals of the construction debris from the site to be done in a safe manner.

4.0 Status Reporting

Status reporting will be at the request of the COR or the COTR and could be daily or more frequently. Daily reporting can be verbally unless the report is expressing a cost increase or change in scope. These reports must be in writing in English and before any cost is incurred. All cost increases must be approved in advance by the Contracting Officer (CO)

5.0 Inspection and Acceptance

Upon completion of the work, the COR shall inspect all finished elements to insure that work was completed in a manner satisfactory to the owner. Any deficiencies in the installed booth structure shall be corrected by the contractor at no additional cost to the owner.